



TO: APPLICANTS TAKING THE OCTOBER 2019 LEGAL SPECIALIST EXAMINATION

Please carefully read this bulletin prior to the first day of the examination, as it contains important information that you will need to know.

SCHEDULE OF THE EXAMINATION

The examination will be administered on Tuesday, October 22, 2019. There will be a morning and an afternoon session. The morning session is four hours and the afternoon session is two and one-half hours. Doors open at 7:00 a.m. If you plan to bring a code book (allowed for Bankruptcy Law; Estate Planning, Trust and Probate Law; Immigration and Nationality Law; and Taxation Law – see “2019 Legal Specialist Examination Code Book Bulletin”), please arrive no later than this time to have the book inspected prior to entering the examination room. Applicants using laptop computers must be seated no later than 7:20 a.m. All applicants must be seated no later than 7:30 a.m. The examination will begin immediately following the instructions. You should plan to arrive at least twenty (20) minutes early to locate your assigned section or room. You must be seated no later than 1:40 p.m. for the afternoon session and instructions will begin promptly at 1:45 p.m. The examination is scheduled to conclude at approximately 5:00 p.m.; it may be earlier or later depending on when the examination begins. Applicants granted extended time may have different schedules, which are communicated to them individually in advance of the examination.

DESCRIPTION OF THE EXAMINATION

The Legal Specialist Examination consists of eight (8) essay questions administered during the morning session and 75 multiple-choice questions administered during the afternoon session.

An applicant's multiple-choice raw score will be the number of items answered correctly; no penalty is deducted for incorrect multiple-choice answers, so it is to your benefit to answer all such questions.

On the essay portion of the examination, applicants are graded on a scale of 1 through 5, with 5 being the top score. An applicant can earn up to 5 raw points on each of the eight essay questions. Applicants are asked to analyze each essay, determine the applicable law and apply the facts to the law as completely as possible. Case citations are not required unless the case is a seminal case in the field.

If an applicant is absent for any portion of the examination, the applicant will be considered as having not taken the examination; the applicant's written answers will not be graded; however, if the applicant is not successful on this examination, this will not be reported to the State Bar of California (State Bar) or California Board of Legal Specialization (CBLS) as part of any future application to take the examination or for certification as a specialist.

The (CBLS) is the sole judge of the validity of the examination and, at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the CBLS invalidate any part of the test, or if any individual's test is declared invalid or for any reason any part of the test cannot be

graded, the CBLS may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the CBLS.

EXAMINATION ADMINISTRATION RULES AND POLICIES

Failure to follow oral and written instructions while the examination is in session will result in notice to the CBLS of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the Rules of the State Bar of California (*Conduct at Examinations*). Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, bringing unauthorized items into the examination room (such as cell phones, notes, etc.), writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, and being abusive to other applicants, staff, proctors and/or other examination personnel, will result in notice to the CBLS of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the CBLS for whatever action it deems appropriate.

Applicants cannot wear hats, caps, hoods or any other type of headwear during the examination. The State Bar, however, will consider petitions filed by applicants seeking exemptions from that policy, which would permit them to wear headwear due to their religious beliefs while in a secure examination test center. Such petitions must be submitted online through the Admissions Information Management System (AIMS) no later than the final deadline for filing testing accommodations petitions. Upon arrival at the test center, applicants must be prepared to show a letter from the State Bar that permits them to bring the headwear into the examination room and the headwear may be subject to inspection. Applicants attempting to enter the test center wearing headwear who do not have a letter from the State Bar authorizing them to do so will be issued a Chapter 6 Notice and will be asked to remove the headwear.

Only the following items are allowed in the examination room without prior approval (all items are subject to inspection): the admittance ticket with no writing on it (detach ticket from instructions above prior to arrival at the test center); non-digital pens (standard blue or black ink); non-mechanical pencils (mechanical pencils are not allowed); valid government-issued photo ID; silent analog watches; non-digital timers and clocks measuring 4" x 4" or smaller; rulers; paper clips; pen-style highlighters (must not be used on answers); inhalers; eyeglasses (no cases or sunglasses); foam ear plugs (cannot be wireless and must not be connected to any mechanism or device); feminine hygiene items; inhalers and prescription medication (does not include cough drops); diabetes-related equipment (does not include food or drinks); eye drops in single-use vials; cash (must not have writing on it); credit/debit cards that might be needed for the lunch break (wallets must not be brought into the test center); keys; and disability-related items that have been approved through the testing accommodations petition process. You may also bring: a back support (without a cover); an orthopedic cushion (without a cover); a standard-size pillow without a case; one bookstand; one foot rest; splints and braces; crutches; wheelchairs; casts; hearing aids; TENS units; and, the following laptop accessories: separate keyboard, mouse (wired or wireless), laptop riser/stand no higher than 4", and a solid color mouse pad with no writing on it (written session only).

Applicants who will be handwriting their examination answers, or who are required to handwrite in the event of a laptop/software malfunction, must bring their own standard blue or black ink ballpoint pens. Applicants must also bring their own pencils (several sharpened pencils are recommended) for the multiple-choice portion of the examination. Mechanical pencils are not permitted. Pencil sharpeners and separate erasers will not be allowed into the examination room.

Please note that applicants cannot bring wallets, lip balm, tissues, cough drops/throat lozenges, gum, candy, or other food or drinks into the examination room. Water and tissues will be available nearby.

If you need to bring items into an examination test center that are not listed above as being allowed, you must file a petition for testing accommodations using the State Bar's forms in conformance with the State Bar's policies and deadlines. Permission to use specific items will not be granted as a matter of convenience or preference.

If unauthorized items are brought into the examination room either intentionally or inadvertently, they will be confiscated, you will receive a Chapter 6 Notice and, possibly, additional sanctions imposed by the CBLS. In accordance with the State Bar's policies, you will receive a score of zero for any session during which you are found to have brought an unauthorized electronic device, such as a cell phone or activity tracker device (e.g., Fitbit), into the examination, as well as any additional sanctions the CBLS may impose.

TEST CENTER ENVIRONMENT

While every effort will be made to keep the environment of the test center comfortable and quiet, there are times when events, conditions, or actions of third parties occur that are beyond the control of the State Bar. For instance, the temperature of the test center may fluctuate due to the weather or the test center's cooling/heating equipment; applicants should be prepared for either warm or cold temperatures. Efforts will be made to keep the test center quiet, but there may be forces outside the control of the CBLS so that such an environment cannot be guaranteed. You should come prepared to accommodate noises, such as those made by other applicants taking the examination, proctors carrying out their duties, people entering/exiting the examination room, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs, of the type specified earlier, are strongly recommended.

LAPTOP COMPUTER USERS

After you have been notified your admittance ticket is available for printing, you are eligible to have your laptop computer certified for use during the examination. The required security software (Examplify) must be downloaded onto your computer and the certification process must be completed by Friday, October 18, 2019. The Laptop Computer Program Bulletin for each examination, which is found on the State Bar's website, contains the details and requirements for participation in the program. Technical assistance will not be available at the test center. You must be prepared to handwrite your examination answers if the software or your computer is not working properly, if electricity is not available, or if some other mishap or problem occurs.

If you are using a laptop computer to take the examination, it is your responsibility to timely upload your exam file containing your answers to the eight (8) essay questions in compliance with the published procedures, instructions and deadlines. If you fail to upload your answer file by the published deadline, you will be given a grade of zero (0) for each answer that is not received by the State Bar's Department of Legal Specialization, Office of Admissions, by the published deadline. Applicants are expected to comply with the published deadlines; there are no waivers of the deadlines or the sanctions that will be imposed as a result of applicants' failure to upload their exam files.

GENERAL INSTRUCTIONS

1. Your admittance ticket contains your State Bar number and your exam number. **Do not write anything on the ticket.** You will be required to show your ticket to the proctor when you enter the test center (please detach and bring just the bottom portion of the Admittance ticket). You must keep it in your possession throughout the examination.
2. If items other than those allowed are brought to the test center, you will be required to leave them at your own risk outside of the examination area. The State Bar, Department of Legal Specialization staff, and proctors assume no responsibility for the safekeeping of items that you bring to the test center. You are not permitted access to those items while the examination is in session.
3. You should bring any small permitted personal items, e.g., prescription medication, foam ear plugs, pens, etc., into the examining area in a small, clear plastic bag. Larger items, such as pillows, do not need to fit into the clear plastic bag that holds your smaller items.
4. Signs will be posted showing seating assignment by specialty area and exam numbers, which can be found on your admittance ticket. You must occupy the same seating space throughout the examination.
5. Upon arrival at your seat, you will find an identification badge that will be your identification credential during administration of the examination and which you may be required to show at any time. The badge must be fastened so it can be easily seen by the proctors. You will be told to relocate the badge if it is not placed appropriately. The badge must be left at your seat during the lunch break.
6. During the examination, you will be required to show a valid government-issued ID card that has your photograph, such as a Driver's License, California Identification Card or Passport, for the purpose of verification of identity. You must carry this photograph ID card at all times during the examination.
7. At the beginning of the essay portion of the examination, you will be instructed to write your exam number, name, and signature in the upper right hand tab of each of your answer book covers. Do not write notes, outlines, answers, time schedules or make any marks on the inside or outside of your answer book covers. Prior to grading, the tab containing your personal information will be removed after a code number has been assigned and labeled on each answer cover and tab. Thereafter, answers are identified by code number only; nothing about an individual applicant is known to the Graders.
8. You are not allowed to make notes from memory prior to the start of the examination session. If you are using your laptop computer, you may not access any notes or other documents on your computer after you have entered the secure examining area. Scratch paper will be distributed for the essay portion of the examination. Scratch paper is not permitted during the multiple-choice portion of the examination. **You must not make notes or write anything on your admittance ticket. If writing is found on your admittance ticket, the ticket will be confiscated and you will be issued a Chapter 6 Notice.**
9. There is a separate answer book for each essay question of the examination, which is numbered to correspond to the number of the question. If you are handwriting your answers, you must be certain that the answer to Question No. 1 is written in the book for Question No. 1, etc. Answers written in a wrong answer book or typed in the wrong answer window while using Exemplify, or more than one answer typed in a text box screen while using Exemplify, require special handling, such that the grading of an applicant's answer could be delayed as a result.

10. If you need additional scratch paper or lined paper to write your answers during the examination, raise your hand and a proctor will provide you with what you need. Nothing written on scratch paper will be graded.
11. If you are handwriting, you should do so as legibly as possible. A ballpoint pen, with standard blue or black ink, must be used to write your answers. Essay answers written in pencil are not acceptable. Only non-mechanical pencils may be used for the multiple-choice portion of the examination. Neither highlighters nor white-out may be used on your answers to the essay questions.
12. All answers to the multiple-choice portion of the examination must be marked on the answer sheet provided. If you have circled your answers in the question booklet, extra time to transfer answers to the answer sheet will not be granted. Only answers properly marked on the answer sheet will be scored.
13. Examination questions and used scratch paper may not be taken out of the examination room. After completing the first session of the examination, all examination questions and used scratch paper must be placed in the envelope designated for that purpose.
14. If you handwrite your examination answers or any part thereof, it is your responsibility to turn in your written examination answers to the proctors. If you have an answer that is partially handwritten because you were unable to complete your answer using your laptop, you must ensure that you complete and submit the form provided by the proctor, which will alert the Grading Department that you have an answer partially handwritten and partially uploaded. If you leave a test center with your answers, the answers will not be graded.
15. The examination is electronically timed and the official time is kept by the announcer. However, you are encouraged to keep track of your own time, since wall clocks are not provided. During the instructions at the beginning of each session, you will be advised of the courtesy time warnings that will be given. Any failure on the part of the announcer to give the planned warnings will not affect the outcome of the examination or the grading process, and no extra time or other consideration will be granted.
16. Timing devices, i.e., watches and clocks, brought into the examination test centers are to be used solely for the determination of the passage of time. They cannot have a digital display, must be absolutely silent and cannot be larger than 4" x 4". Timing devices that are digital, programmable, and/or that make noise are not permitted. If found, they will be confiscated, and the applicant will receive a Chapter 6 Notice.
17. Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If you attempt to write anything after time has been called, you will receive a Chapter 6 Notice.
18. Restrooms and water will be available at each test center. You should use the facilities before taking your seat so that you do not miss the instructions prior to the start of each session. Extra time to use the restroom will not be granted. You will not be permitted to use the restroom or leave your seat during the last five (5) minutes of the examination session. After time is called, you will **not** be permitted to use the restroom or leave your seat until all materials are collected and inventoried. If you fail to remain seated after being advised to do so or while the examination materials are being collected and inventoried, you will receive a Chapter 6 Notice.

19. If you are leaving your seat for any reason, you should be considerate of others who are taking the examination. The scraping of chairs, heavy footsteps, or conversation just outside the examination area disturbs others.
20. If you leave the secure examination area during the examination session, you will not be permitted to return for the purpose of completing your examination answers.
21. At laptop computer test centers, laptop computers may not be disconnected from electrical outlets or removed from the examination room while the examination is in session, even if you have completed the examination for that session. You must wait until the examination session has concluded and applicants are dismissed before retrieving your computer.
22. The proctors' chief function is to proctor the examination; however, if asked, the proctors will attempt to assist with any problems that may arise.
23. If there is an emergency of any kind, you should remain seated and wait for instructions on how to proceed.

NO SMOKING

Smoking is prohibited at test centers that do not allow smoking in accordance with city ordinance. Regardless of whether smoking is prohibited, any applicant who exits the secure examination area in order to smoke while the examination is in progress will not be allowed to re-enter to complete the examination.

EXAMINATION ATTENDANCE POLICY

If you do not attend a required, scheduled examination session, you will not be permitted to attend the remaining examination session. For instance, if you are absent for the Tuesday morning session, you will not be allowed to take the Tuesday afternoon session of the examination. If you are absent for any portion of the examination, you will be considered as having not taken the examination and your written answers will not be graded. Applicants must make a good faith attempt to complete each session of the examination for which they are present. Failure to do so may lead to receipt of a Chapter 6 Notice and being prohibited from attending the remaining examination session.

LATE ARRIVAL TO TEST CENTER

If you arrive at the test center after one (1) hour of testing time has elapsed, you will not be permitted to enter the test center.

CODE BOOK INSPECTION FOR CERTAIN EXAMINATIONS ONLY

If you are taking the Bankruptcy Law; Estate Planning, Trust & Probate Law; Immigration & Nationality Law; or Taxation Law Examination, you have the option to bring the code book relevant to your specialty area.

If bringing a code book, it should be free of any writing, stray marks, highlighting, or tabbing of any kind, other than your name or contact information on the inside cover of the book. Your code book will be inspected by proctors upon your arrival to the test center, so please plan accordingly.

No other applicants may bring code books. Examinations that do not allow code books are drafted with that fact in mind. For more information, please read the Code Book Bulletin regarding books allowed into the Legal Specialist Examination testing room.

ADDRESS CHANGE

Applicants whose addresses change after filing their applications are encouraged to notify the Department of Legal Specialization of a change of address as soon as possible. Applicants are able to update their online profile with the new address by accessing their account through AIMS.

DUPLICATE ADMITTANCE TICKET

Your admittance ticket will be emailed to you. You will be able to re-print a duplicate admittance ticket directly from your email.

FURTHER COMMUNICATION

For particular questions regarding your status or the other requirements for certification, you should contact the State Bar's Department of Legal Specialization by sending an email directly to legalspec@calbar.ca.gov. If you need to contact the office by telephone, however, please call 415-538-2120.

RESULTS

Results from the October 2019 administration of the Legal Specialist Examination are scheduled to be released to applicants on March, 13, 2020. The contact information on file will be used to communicate your examination results. Please note that applicants will not be able to change their contact information after February 28, 2020 until after results are released.